



ACCESSIBILITY OUTREACH PROGRAMS, SERVICES, AND FACILITIES

**Michigan Department of Natural Resources
Human Resources**

TABLE OF CONTENTS

<i>Executive Summary</i>	<i>1</i>
<i>Strategic Plan for Accessibility - November 2004</i>	<i>3</i>
<i>Accessibility Planning</i>	<i>10</i>
<i>Accessibility Coordinator – Human Resources</i>	<i>10</i>
<i>Accessibility Team Chairperson</i>	<i>10</i>
<i>Accessibility Team Scribe</i>	<i>10</i>
<i>Accessibility Liaisons</i>	<i>11</i>
<i>Standing Work Groups</i>	<i>11</i>
<i>Temporary Work Groups</i>	<i>11</i>
<i>Accessibility Team Members</i>	<i>12</i>
<i>Accessibility Training</i>	<i>13</i>
<i>Introduction to Accessibility Assessments of Built Facilities</i>	<i>13</i>
<i>Accessible Temporary Meeting and Event Planning Agenda</i>	<i>13</i>
<i>Accessibility for Interpreters Training - Interaction Through Our Senses</i>	<i>13</i>
<i>Creating Visual Access and Pathways</i>	<i>13</i>
<i>Supervisor Academy Series - Public Non Discrimination and ADA Training</i>	<i>13</i>
<i>New Employee Orientation - Public Non Discrimination and ADA Training</i>	<i>13</i>
<i>Accessibility Advisory Council</i>	<i>15</i>
<i>Draft Bylaws of the Michigan Department of Natural Resources Accessibility Advisory Council</i>	<i>17</i>
<i>Roster - Accessibility Advisory Council</i>	<i>20</i>
<i>Sample letter to AAC Invitees</i>	<i>22</i>
<i>Sample letter to State Employee Invitees</i>	<i>24</i>
<i>Accessibility Advisory Council Application</i>	<i>26</i>
<i>Contacts and Additional Accessibility Resources</i>	<i>29</i>
<i>What we are currently doing -</i>	<i>31</i>
<i>What we could do in the future -</i>	<i>34</i>
<i>Guest Services</i>	<i>34</i>
<i>Facilities</i>	<i>35</i>
<i>Technology Resources</i>	<i>35</i>
<i>Programs</i>	<i>36</i>



Executive Summary

The Michigan Department of Natural Resources' (DNR) Strategic Plan for Accessibility was developed to support the Governor's vision, the DNR mission and to meet the compliance and funding source requirements. The DNR receives federal funds from the U.S. Department of the Interior, Fish and Wildlife Service, for programs and development of access to natural resources in Michigan. The DNR Strategic Plan for Accessibility was developed focusing on these compliance and funding requirements targeted towards the components of the Civil Rights Post –Award Review.

The Accessible Programs and Outreach (APO) Work Group was temporary in nature and set up to support the Accessibility Team in kick-starting the Accessibility Strategic Plan. The Work Group provided emphasis and expertise from staff that are not part of the Accessibility Team.

This booklet contains information on programs, services, and facilities that are currently accessible, options available for the public, and snapshots of the webpages that provide information on these accessible programs, services, and facilities through a search engine.

Also included in this booklet is information on what has been accomplished thus far, and what may be accomplished in the future to improve the DNR's accessible programs and services, and ways to let the public know about them.

In addition, the DNR has created an Accessibility Advisory Council in order to develop a network of advisors, both from outside entities and from within state government. Information on the role of the Council, its bylaws (*DRAFT*), and other information are included.

The Accessible Programs and Outreach Work Group are commended for their contributions to this important and worthwhile effort. Their hard work and commitment provides the base upon which this Department can build to enhance the ability of everyone to access the natural resources of Michigan.



Strategic Plan for Accessibility - November 2004

The Department's Strategic Plan for Accessibility (Plan) was envisioned in 2002. The Plan was intended to present a broad overview to the Michigan DNR Management Team of the work required in order for Department programs, facilities, and services to be inclusive and to comply with the provisions of the Americans with Disabilities Act (ADA).

The Plan development began in January of 2002 and continued into November 2004. The following represents the completed Michigan DNR Strategic Plan for Accessibility. The major components include:

- accessibility training for Michigan DNR staff;
- an accessibility assessment of all existing Michigan DNR programs, services and facilities;
- involvement by public disability advocacy groups in Michigan DNR's planning process;
- development of an action plan to correct existing accessibility deficiencies;
- development of inclusive new facilities, programs and services;
- a means to evaluate and document Departmental efforts and progress toward accessibility;
- A proposed timeline for the implementation of the Strategic Plan for Accessibility.

The Strategic Plan for Accessibility is an evolving process. Information gathered in the initial phases of the Plan will direct the activities to be accomplished in the later phases.

The final goal is for the Michigan DNR to offer a comprehensive and consistent approach to inclusiveness in the Department's recreational programs, facilities and services.

Available funding, human resources, and support of this Plan by the Michigan DNR Management Team are all critical to its success.

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations.

MICHIGAN DEPARTMENT OF NATURAL RESOURCES ACCESSIBILITY VISION

The Michigan Department of Natural Resources (Department) commits its human and financial resources to ensure that: 1) all programs, facilities and services comply with the State and Federal accessibility guidelines and standards, and 2) DNR employees and the public are aware that the Department's programs, facilities and services comply with the Americans with Disabilities Act (ADA) guidelines.

GOAL 1 *Ensure that decisions affecting Departmental programs, facilities, and services are inclusive, incorporating accessibility guidelines and standards.*

Objective A: Educate DNR employees and public advisory groups about the legal rights of persons with disabilities.

Action items:

- 1) Provide consistent training:
 - a) Identify training needs within each Bureau, Division, Office (B/D/O)
 - b) Assess current training opportunities
 - c) Develop training programs, pertinent to staff job responsibilities
 - d) Arrange training sessions
 - e) Track the training accomplishments within each B/D/O;
- 2) Disseminate information to employees and public user groups regarding current standards, proposed changes to the standards, statutes, case law and Department procedures, in a routine and consistent manner.
 - a) Assess available information and resources
 - b) Determine the applicability of the information to the employees within each B/D/O
 - c) Develop information manuals for staff
 - d) Develop and update Department accessibility procedures;
 - Printed materials
<http://dnrintranet/pdfs/divisions/fosb/asdproc/22.00.01.htm>
 - Accommodations for meetings and events (must develop)
 - Complaints Processing
<http://dnrintranet/pdfs/divisions/fosb/asdproc/22.00.03.htm>

- Effective Communication (must develop)
 - Web-based information (must develop)
 - ADA – Facility Accessibility Exemption
<http://dnrintranet/pdfs/divisions/fosb/asdproc/22.02.01.htm>
- e) Develop strategy for sharing information with staff and the public.
 - f) Prepare DNR response to proposed changes of standards, coordinating the response through the State of Michigan's ADA Coordinator.
- 3) Address and incorporate accessibility issues early on in the planning/visioning aspects of all new construction projects and program development.

Objective B: Assist B/D/Os with program development and implementation.

Action items:

- 1) Provide guidance and consultation regarding:
 - a) Accessibility reference materials and resources;
 - b) Department policies and procedures;
 - c) Interpretation of the guidelines;
 - d) Intranet Q&A.
 - 2) Assist B/D/O's outreach efforts:
 - a) Establish points of contact with disability resources, including the State of Michigan ADA Coordinator; the Great Lakes Disability and Technical Assistance Center, (GLDBTAC), the National Center on Accessibility (NCA), the U. S. Access Board, the U.S. Department of Justice, (DOJ);
 - b) Establish a point of contact and maintain a current list of public user groups, including Disabilities Today, Paralyzed Vets, and Centers for Independent Living, etc.
-

GOAL 2

The Department shall have a detailed plan to bring non-compliant programs, facilities and services into compliance with state and federal accessibility requirements.

Objective A: Inventory the Department's programs, facilities and services.

Action items:

- 1) Define Department programs
 - a) What are the program elements
 - b) What is needed by individuals with disabilities to participate in each program;
- 2) Identify all Department Services
 - a) What are the service elements
 - b) What is needed by individuals with disabilities to use each service;

- 3) Identify all existing facilities;
- 4) Identify any new or proposed facilities, programs, and services and the timeframe for development;
- 5) Develop an effective, uniform accessibility compliance checklist for all Departmental facilities, programs, and services;
- 6) Develop an efficient and user-friendly inventory database to track and monitor all programs, facilities, and services.
- 7) Update the overall "master list" of accessible elements, including all new construction and additions to services or programs, on an annual basis.

Objective B: Evaluate programs, facilities and services for compliance with State and Federal accessibility guidelines.

Action items:

- 1) Train internal audit teams to evaluate programs, facilities and services OR hire the services of an outside agency to conduct the evaluations;
- 2) Identify existing program, facilities and services that comply and those that have deficiencies. Enter this information into the database;
- 3) Analyze and summarize the compliance status of each facility and program.

Objective C: Prioritize noncompliant programs, facilities, and services that require action to become compliant.

Action items:

- 1) Present compliance status report to B/D/Os and request their priorities for action, including a suggested schedule of implementation to improve each program, facility, and service;
- 2) Compile the B/D/Os prioritized list into a Department prioritized list, considering:
 - a) Target dates for completion;
 - b) Percentage of each type of facility or program to be updated;
 - c) Geographic distribution of types of facilities that are to be updated.
- 3) Present the Department's priorities to focus groups, advisory groups and the general public and request input;
- 4) Revise priorities for action, as needed;
- 5) Present revised priorities and compliance status report to DNR Management Team for endorsement.

Objective D: Implement the Department compliance plan.

Action items:

- 1) Convey the Department compliance plan to the B/D/Os and staff for implementation;
- 2) Convey the compliance plan to the general public, focus groups and & advisory groups for information;

Objective E: Monitor progress of the plan.

Action items:

- 1) Annual progress report of accessibility activity within each B/D/O;
 - 2) Update Database to reflect activity on annual basis;
 - 3) Submit Department progress report to DNR management team.
-

GOAL 3 ***Ensure that financial and human resources are available to implement the Strategic Plan for Accessibility.***

Objective A: Identify operational costs and personnel needs for:

- 1) Inventory and training;
- 2) Database development and management;
- 3) Materials and outreach.

Objective B: B/D/Os identify additional funding needs for program and facility upgrades.

Action items:

Each B/D/O identifies the costs associated with updating the facilities and programs for which they have management responsibility.

Objective C: Pursue grants and other outside funding sources and resources.

Action items:

- 1) Each B/D/O identifies potential funding sources to upgrade facilities, programs, and services within their B/D/O;
 - 2) Pursue partnerships with municipalities and local governmental agencies, private organizations, federal agencies, and other state agencies;
 - 3) Set aside or establish a lump sum of annual Department or B/D/O budget to improve and upgrade existing identified facilities, programs, or services.
-

GOAL 4 ***Effectively convey information regarding accessible programs and facilities to the public and Department employees.***

Objective A: Maximize effectiveness of current communication methods.

Action items:

- 1) Review, evaluate, and improve written materials, DNR web-based information, video, press releases;
- 2) Collaborate with the DNR Office of Communication;
- 3) Respond to public complaints and improve our facilities and programs accordingly;
- 4) Ensure that posters listing the rights of the public to file an accessibility complaint and the complaint procedures are evident at all DNR-operated and managed facilities.

Objective B: Devise additional means to communicate news of DNR's accessible facilities and programs.

Action items:

- 1) Utilize radio, television, National Center on Accessibility showcase, magazines, E-mail list services, special interest groups;
 - 2) Showcase DNR accessible facilities and programs through special events;
 - 3) Develop an area of the DNR websites (intranet and internet) to:
 - a) Communicate accessibility successes and initiatives to employees and the public.
 - b) Search engine feature to highlight accessible elements for each B/D/O.
 - 4) Submit completed projects, programs, or services to national institutes for publication, recognition, and greater exposure.
-

GOAL 5 ***Evaluate the Department's performance in achieving the DNR Accessibility Vision. Evaluations shall be used to modify the goals and objectives of the Accessibility Plan, as needed.***

Objective A: Identify the best means to monitor the Department's compliance with accessibility requirements, which are dynamic.

Action items:

- 1) Consult with other state and federal agencies for guidance and examples of effective compliance monitoring instruments;
- 2) Determine the most efficient and most cost effective compliance monitoring methods;
- 3) Develop DNR compliance monitoring process to be used.

Objective B: Implement compliance monitoring.

Action items:

- 1) Locate (by B/D/O) the program areas and establish geographic boundaries for monitoring;
- 2) Conduct monitoring of the geographic areas on a rotating basis;
- 3) Establish specific review periods for internal assessment annually or bi-annually;
- 4) Compile the results of the compliance monitoring and report results to the DNR Management Team and to the State ADA Coordinator.

Accessibility Planning

Accessibility Coordinator – Human Resources

Duties:

- Respond to formal and informal requests for resolution or access from the public regarding DNR program and facilities
- Review changes to legal requirements and communicates this information to the Accessibility Liaisons
- Act as Advisor to the Accessibility Team
- Provide advice and interpretation of ADA guidelines to Department staff on an as-needed basis
- Perform random ADA compliance audits of DNR facilities and reports the results to the B/D/O
- Review design plans for DNR facilities, as requested
- Coordinate accessibility training for DNR staff
- Represent the DNR in U.S. Fish and Wildlife audits of Departments accessibility
- Review the recent case law and updates the Accessibility Liaisons
- Develop accessibility policy and procedures

Accessibility Team Chairperson

1-year term, must be experienced Accessibility Liaison

Duties:

- Chair the Accessibility Team.
- Plan and coordinate meetings
- Create the agenda and facilitate meetings
- Chair the Accessibility Team development, communications and sustainment work group
- Ensure effective communication between team and the B/D/Os, other agencies and the public
- Provide back up to the ADA and Accessibility Coordinator, when needed
- Represent the Department, when needed
- Ensure Department-wide initiatives are completed
- Monitor work groups for progress and support needs

Accessibility Team Scribe

Duties:

- Take minutes and publish in a timely manner

Accessibility Liaisons

Duties:

- Be a point of contact and expert for questions concerning accessibility issues within their B/D/O
- Attend training to learn and know the accessibility requirements that pertain to their specific B/D/O issues
- Represent the B/D/Os interests on Accessibility Team
- Work with the Department Accessibility Coordinator to resolve public complaints, conducting the fact-finding for the incident
- Elevate complex cases and those with Department-wide implications to the Department ADA Coordinator
- Act as point of contact and expert for questions concerning accessibility issues within their B/D/O
- Report the status of accessibility improvements with their B/D/O to the Accessibility Coordinator on an annual basis
- Assist with Department accessibility policy and procedure development
- Ensure their B/D/O complies with Department accessibility policy and procedure
- Review and provide written comments on proposed changes to accessibility guidelines
- Communicate accessibility news to relevant B/D/O staff and managers, including the Chief
- Participate in B/D/O program developments to ensure inclusion of accessibility

Standing Work Groups

- Training
- Accessibility Advisory Council Development
- Kellogg Foundation Projects
- Webpage/Search Engine development

Temporary Work Groups

- Process, Documentation, and Communication
- Guidelines Review
- Universal Access Parameters and Criteria
- Contracting and Purchasing
- Definitions

Accessibility Team Members

Department Accessibility Liaisons

William Pemble, Chair	Land and Facilities
Bonnie Arthur	Communications
Julee Hasbany	Communications
Erica Moore	Fisheries –Scribe
Tami Pattison	Fisheries
Brenda Curtis	Forest, Mineral, and Fire Management
Deborah Stolecki	Forest, Mineral, and Fire Management
Linda Hegstom	Grants Management
Monica Day	Grants Management
Sharon Lawrence-Taylor	Human Resources
Paul Stoddard	Land and Facilities
Bruce Watkins	Land and Facilities
Jackie Waber	Law Enforcement Division
Shar McConeghy	Law Enforcement Division
Daniel Lord	Parks and Recreation
Kristen Bennett	Parks and Recreation
Keith Cheli	Parks and Recreation
Troy Rife	Parks and Recreation
William Rogers	Wildlife
Scott Whitcomb	Wildlife

Department Accessibility Team Coordinators

Gerald Harris, Sponsor, 517-241-0002, or e-mail at harrisgt@michigan.gov

Ken Wright, Manager Advisor

Kelly Grumelot, Accessibility Coordinator

Accessibility Training

The Accessibility Team has identified and provided the following training to Department staff to better address accessibility issues.

Introduction to Accessibility Assessments of Built Facilities

Target Audience *For those who manage and/or maintain DNR managed facilities.*

Goal *Provide skills and tools to view an existing facility and conduct an assessment using the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Employees will learn how to do an accessibility assessment of built facilities to ensure compliance with ADA. (8-16 hours)*

* * * * *

Accessible Temporary Meeting and Event Planning Agenda

Target Audience *For those who plan, facilitate, or participate in DNR-sponsored events or meetings for the public.*

Goal *Familiarize staff with the regulatory requirements of a state entity and the Accessible Temporary Meeting and Event Planning Guidelines. (3 hours)*

* * * * *

Accessibility for Interpreters Training - Interaction Through Our Senses

Target Audience *For those who interpret our natural resources to the public or for planners of interpretive programs and services*

Goal *Specialized training for any interpreter that includes training on mobility access, visual access, access for the deaf and hard of hearing, and access for mental impairments (8 hours)*

* * * * *

Creating Visual Access and Pathways

Target Audience *Anyone who plans, builds or develops programs, services or facilities*

Goal *To provide a thought process and understanding of how a person who does not have sight or has low vision interacts with and navigates. To provide an understanding of visual orientation and visual mobility. (1 hour)*

* * * * *

Supervisor Academy Series - Public Non Discrimination and ADA Training

Target Audience *Supervisors and Managers*

Goal *To provide an understanding of a managers' and supervisors' role in providing access to the public. To understand role and liability in implementing our policies and procedures for the public. (1 hour)*

* * * * *

New Employee Orientation - Public Non Discrimination and ADA Training

Target Audience *New Employees*

Goal *To provide an overview of their responsibilities in meeting our policy and procedure requirements. Students will gain an understanding of how to interact with the public. (1/2 hour)*

* * * * *



Accessibility Advisory Council

The Michigan Department of Natural Resources (DNR) Accessibility Advisory Council is a long-term voluntary advisory panel created to assist the DNR to reach out to the diverse population of citizens and guests who take part in various recreation activities in the State of Michigan.

It is anticipated that the Accessibility Advisory Council will assist the DNR by providing comments and review on existing programs, services and facilities. The members of the Council may be able to highlight challenges which were previously not perceived. The Council will serve as a resource for making recreational activities accessible and Council applicants should have an interest in Michigan's natural resources by being a user of these resources, some of which may include fishing, boating, hunting, hiking, cycling, camping, and more.

The Accessibility Advisory Council will interact with the DNR Accessibility Team and receive overall direction from the DNR Director. It is desired that members of the Advisory Council be willing to serve a 3-year term. Staff support for the Council will be provided by the Accessibility Team through the Office of Human Resources.

Current plans are that the DNR will host Council meetings at DNR facilities around the state, and showcase facilities and services which may not be well known to all members or to the public. Applicants should be willing to travel to meeting locations.

The DNR recognizes the importance of working with user groups to help define what challenges exist as they recreate in the natural environment. It is the mission of the DNR to make the rich heritage and diversity of Michigan's natural resources accessible to all.

If you have questions or concerns regarding this Council or application, please contact Gerald Harris, Chief, Human Resources, at 517-241-0002 or at harrisgt@michigan.gov.

Draft Bylaws of the Michigan Department of Natural Resources Accessibility Advisory Council

Draft

ARTICLE I – NAME

The name of this entity shall be the Michigan Department of Natural Resources Accessibility Advisory Council (AAC).

ARTICLE II – PURPOSE

The purpose of this Council is to:

- A. Make recommendations relevant to accessibility to the Director and the Department that provide advice and guidance on development, management, and planning issues for opportunities to enjoy the natural resources available in the State of Michigan.
- B. Recommend the development of a broad variety of programs, facilities, and services designed to make the spectrum of natural resources available to the citizens and guests of the State of Michigan.
- C. Inform and educate the public about the importance of and need for accessibility to the natural resources of the State of Michigan.
- D. Strive to involve citizens in planning and development to ensure that the facilities, programs, and projects are barrier-free and accessible to all users.
- E. Evaluate the Department's programs, facilities, and services periodically to ensure that the Council's goals and objectives are being achieved.
- F. Recommend awards that recognize outstanding efforts to improve accessibility.

ARTICLE III – COMMITTEE MEMBERSHIP

Composition

The Council shall consist of individuals appointed by the Director of the Michigan Department of Natural Resources who demonstrate a clear interest in improving accessibility to the natural resources of the State of Michigan.

The Council will include State employees as ex-officio members appointed by the Director of the Michigan Department of Natural Resources whose knowledge, experience, and leadership will be an important element for the success of the Council.

Compensation

Members shall serve without pay. Members of the Council may be reimbursed in compliance with State of Michigan travel standards and rates for their actual and necessary expenses incurred in the performance of their official duties as members of the Council.

Terms

Council members from outside of state government shall be appointed to initial terms of 3 years; subsequent terms shall be for 2 years.

Council members who are employees of state government shall be appointed for initial terms of 2 years; subsequent terms shall be for 2 years.

Thereafter, any council members appointed (new or replacement) shall receive 3-year terms from the date of appointment.

ARTICLE IV – OFFICERS

Officers

The officers of the Council shall consist of a Chairperson and Vice-Chairperson.

The Council shall elect officers from its membership at the first meeting of each even-numbered year. Officers shall be elected for 2-year terms.

The Council may elect a person to fill any vacancy among the elective officers. A person so elected shall serve for the remainder of the term.

Officer Duties

The Chairperson shall preside at meetings of the Council, appoint sub-committees, and perform all duties generally pertaining to the office of the Chairperson.

The Chairperson may appoint another member to preside at any scheduled meeting at which neither the Chairperson nor the Vice Chairperson are not in attendance.

Removal

The Council may remove a member for good cause. The Council may remove a Council member who does not attend three (3) consecutive meetings.

Council members may be removed from office by a vote of the majority of the Council members.

ARTICLE V – MEETINGS

Meetings

The Council shall meet from 4 to 6 times per calendar year.

Special meetings may be called by the Chairperson.

A majority of the Council constitute a quorum for the transaction of business at a meeting of the Council.

Notice of all meetings of the Council shall be given by mail at least fourteen (14) days prior to the meeting. Minutes of the previous meeting shall be submitted to the Council membership prior to the next meeting.

A Council member may send a substitute.

The business of the Council shall be conducted at public meeting of the Council held in compliance with the Open Meetings Act, 1976, PA 267, MCL 15.261 to 15.275.

The official records of the Council shall be retained by the Michigan Department of Natural Resources. Any writing that is prepared, owned, used in the possession of or retained by the Council in the performance of an official function is subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

ARTICLE VI – AMENDMENTS

Draft

These bylaws may be amended by a two-thirds vote of the Council at a meeting at which a quorum is present, provided that the proposed amendment is circulated to the members at least ten (10) days prior to the regular or special meeting at which the members are to vote.

ARTICLE VII – SUPPORT

Support for the Accessibility Advisory Council will be provided through the Michigan Department of Natural Resources' Human Resources Chief and the Department Accessibility Advisory Team.

Support will include, but not be limited to: Agendas, Minutes, Announcements, Meeting Arrangements, Facilitation of Special Work Groups.

Roster - Accessibility Advisory Council

Sophie Baker (2-Year Term)
*Michigan Department of Civil Rights
Disability Liaison, Civil Rights*

Vandella Collins (2-Year Term)
*Michigan Department of Community Health
Surgeon General's Office representative*

Jeff Coupie (3-Year Term)
*Michigan Sports Unlimited
Program Director*

Theresa Donnelly (3-Year Term)
Facility residential manager for mentally disabled

Sandy Dorey (3-Year Term)
Oakland County Parks

Carol Ann Fausone (2-Year Term)
*Michigan Department of Military & Veteran Affairs
Veterans with disabilities, committed 2 staff members to assist in projects*

Rodney Haneline (3-Year Term)
Chief Operating Officer, Leader Dogs for the Blind

Aaron Harris (3-Year Term)
Safari Club

Chris Hunter (2-Year Term)
*Michigan Department of Labor and Economic Growth
Division on Deaf & Hard of Hearing*

Roberta McCall (2-Year Term)
Michigan Department of Labor and Economic Growth

Roger McCarville (3-Year Term)
Disabilities Today

Roster - Accessibility Advisory Council (cont'd)

Scott Norris (2-Year Term)
Michigan History, Arts, and Libraries

Lucia Rios (3-Year Term)
Disability Network-Lakeshore

Miguel Satut (3-Year Term)
W. K. Kellogg Foundation

Tom Schneider (3-Year Term)
Lake Huron Sport Fishing

Scott Severns (3-Year Term)
Paralyzed Veterans of America

Bill Sheffer (3-Year Term)
Michigan Association of Recreational Vehicles and Campgrounds

James Trinklein (3-Year Term)
President, Michigan Association of Gamebird Breeders and Hunting Preserves

Mark Velthous (3-Year Term)
National Wildlife Turkey Association
Wheelin' Sportsmen Regional Event Coordinator

John Witzke (3-Year Term)
Michigan United Conservation Club – Board of Directors
Serves on MUCC Accessibility Group

Duncan Wyeth (2-Year Term)
Michigan Department of Labor and Economic Growth
Division on Deaf & Hard of Hearing

Gerald Harris (Sponsor)
Michigan Department of Natural Resources
Accessibility Advisory Team and Council
517-241-0002, or e-mail at harrisgt@michigan.gov

Sample letter to AAC Invitees



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
LANSING

REBECCA A. HUMPHRIES
DIRECTOR

July 26, 2006

«Name_»
«Organization»
«Dept»
«Street»
«City_State_Zip»

Dear «Name_»:

The Michigan Department of Natural Resources (DNR) is pleased to announce the newly created Accessibility Advisory Council. The Council has been created to advise and to provide recommendations to the Department of Natural Resources.

It is my privilege to have the opportunity to invite you, or your designee, to apply for selection to the new Accessibility Advisory Council. My vision for the members of this new Council is to focus on the DNR's mission, which is to provide access to our state's natural resources and recreation opportunities. The Council will review, make recommendations and provide input for the creation of new programs and facilities. The Council may also provide assistance to us in prioritizing elements of our *Strategic Plan for Accessibility*. As a member of the Council, you will be a valuable resource in the development of new collaborations and partnerships to improve accessibility. We believe that citizen involvement is key to ensure accessibility for all Michigan residents and tourists.

Members of the Council should be willing to serve either a 2- or 3-year (staggered) term. Current plans are that the DNR will host the Accessibility Advisory Council meetings at facilities around the state and showcase facilities and services. Council members should be willing to travel to meeting locations. Enclosed is an application that I am asking you, or your designee, to complete and return to us, along with your resume, to indicate your interest in serving on this Council.

A formal announcement about the creation of the Council and its new members will be made in a future communication.

NATURAL RESOURCES COMMISSION
Keith J. Charters, Chair • Mary Brown • Darnell Earley • Bob Garner • Gerald Hall • John Madigan • Frank Wheatlake
STEVENS T. MASON BUILDING • P.O. BOX 30028 • LANSING, MICHIGAN 48909-7528
www.michigan.gov/dnr • (517) 373-2329

Mr. Gerald Harris, this Department's Human Resources Chief, is the designated contact for the Council and will coordinate future meetings. Please contact Mr. Harris at 517-241-0002, or by e-mail at harrisgt@michigan.gov, **by August 31, 2006**, to let us know if you are willing and able to accept my invitation. Please provide him with your completed application, your resume, and whether you will be available for a 2- or 3-year term.

I want to personally thank you, on behalf of the Michigan Department of Natural Resources, for considering this opportunity to serve on this significant Advisory Council. We appreciate your support to help us achieve our mission of ensuring everyone has access to our natural resources' programs, facilities, and services.

Sincerely,

Rebecca A. Humphries
Director
517-373-2329

Enclosure
cc: Gerald Harris, DNR

Sample letter to State Employee Invitees



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

REBECCA A. HUMPHRIES
DIRECTOR

July 26, 2006

«Name_»
«Organization»
«Dept»
«Street»
«City_State_Zip»

Dear «Name_»:

The Michigan Department of Natural Resources (DNR) is pleased to announce the newly created Accessibility Advisory Council. The Council has been created to advise and to provide recommendations to the Department of Natural Resources.

It is my privilege to have the opportunity to invite you, or your designee, to assist us in this endeavor. As a state employee, you are a recognized leader in public access for persons with disabilities or an expert in your field. As a state employee, your knowledge, experience, and leadership will be an important element for the success of the Council.

My vision for this new Council is to focus on the DNR's mission, which is to provide access to our state's natural resources and recreation opportunities. Your expertise will support the Council as they review, make recommendations and provide input for the creation of new programs and facilities. The Council may also provide assistance to us in prioritizing elements of our *Strategic Plan for Accessibility*. As an expert in your field, you will be a valuable resource to the Council in the development of new collaborations and partnerships to improve accessibility. We believe that citizen involvement is key to ensure accessibility for all Michigan residents and tourists.

Current plans are that the DNR will host the Accessibility Advisory Council meetings at facilities around the state and showcase facilities and services. Organization representatives should be willing and able to travel to meeting locations. Please respond with a letter of intent to indicate your (or your designee's) interest in serving as a representative of your organization in support of this Council. Enclosed is a document with information that describes the Council.

NATURAL RESOURCES COMMISSION
Keith J. Charters, Chair • Mary Brown • Darnell Earley • Bob Garner • Gerald Hall • John Madigan • Frank Wheatlake
STEVENS T. MASON BUILDING • P.O. BOX 30028 • LANSING, MICHIGAN 48909-7528
www.michigan.gov/dnr • (517) 373-2329

A formal announcement about the creation of the Council and its new members will be made in a future communication.

Mr. Gerald Harris, this Department's Human Resources Chief, is the designated contact for the Council and will coordinate future meetings. Please contact Mr. Harris at 517-241-0002, or by e-mail at harrisgt@michigan.gov, **by August 31, 2006**, to let us know if you are willing to accept my invitation. Please provide him with your letter of intent to serve as a mentor, confirm your contact information and name an alternate if you are unable to serve.

I want to personally thank you, on behalf of the Michigan Department of Natural Resources, for considering this opportunity to serve on this significant Advisory Council. We appreciate your support to help us achieve our mission of ensuring everyone has access to our natural resources' programs, facilities, and services.

Sincerely,

Rebecca A. Humphries
Director
517-373-2329

Enclosure
cc: Gerald Harris, DNR

Accessibility Advisory Council Application



Michigan Department of Natural Resources

ACCESSIBILITY ADVISORY COUNCIL

APPLICATION

Please print.

Name Last	First	Middle	Home Telephone ()
Home Address		County	Cell Telephone ()
City/State/Zip			E-Mail Address
Date of Birth*	U. S. Citizen <input type="checkbox"/> No <input type="checkbox"/> Yes		Michigan Resident <input type="checkbox"/> No <input type="checkbox"/> Yes
Driver's License Number*		State of Issue	Suspended or Revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes
Business/Organization Name		Position Title	Business/Organization Telephone ()
Business/Organization Address			FAX ()
City/State/Zip			County
Employment / Education /Professional Accreditation or Licensure <input type="checkbox"/> Resume attached			

	YES	NO
Are you involved in any matter which you believe may be a conflict of interest with the duties of this Council? If Yes, please describe.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a party to any administrative agency proceeding or civil litigation, including any action regarding professional licensure? If Yes, provide disposition of case.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been cited for a breach of ethics or named in a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If Yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any criminal violation other than a civil infraction (traffic)? If Yes, provide disposition of case.	<input type="checkbox"/>	<input type="checkbox"/>
Are you now under charges for any violation of law? If Yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Have you, or any member of your household or family member, while an officer, director or partner of any business, been a party to any proceeding or civil litigation relevant to that business? If Yes, provide disposition of case.	<input type="checkbox"/>	<input type="checkbox"/>

CONSENT AND CERTIFICATION

I consent to the release of information by my employer(s), schools, law enforcement agencies, and other individuals and organizations in order to conduct a background search, including criminal history check and other public records.

I agree to follow State of Michigan and DNR policies including conflict of interest guidelines, and state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement, or public service, based on religion, race color, national origin, age, sex, marital status, height, weight, or disability.

I hereby covenant and agree to indemnify and save harmless, the State of Michigan, its departments, officers, employers and agents, from any and all claims and demands, for all loss, injury, death, or damage, arising out of any occurrence related to the activities authorized in my work as a member of the Accessibility Advisory Council.

I certify that all statements and representations provided in this Application and in all accompanying materials and resume are, to the best of my knowledge, true and accurate.

I'm available for ☐ 2 – Year Term ☐ 2 or 3 – Year Term

Signature

Date

If you have any questions or concerns regarding the information requested in this Application, please contact Gerald Harris, Chief, Human Resources, at harrisg@michigan.gov or at 517-241-0002, FAX 517-373-8063.

Please return this completed and signed questionnaire to:

**GERALD T HARRIS CHIEF
HUMAN RESOURCES
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30028
LANSING MI 48909**

**or GERALD T HARRIS
CHIEF HUMAN RESOURCES
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
STEVENS T MASON BUILDING
530 WEST ALLEGAN
LANSING MI 48909**

(corner of Allegan and Pine Streets)

<<<<< Please submit your resume with this application >>>>>



Contacts and Additional Accessibility Resources

The following individuals have graciously volunteered to serve as additional contacts for information and assistance in the efforts of this Department to improve accessibility to members of the public to guest services, facilities, technology resources, and programs.

Cindy Burkhour

Access Recreation Group

Consultant in making programs accessible

Steve Sharp

National Wild Turkey Federation

Outdoor Accessibility Planner



What we are currently doing -

The following information and links are examples of some of the information regarding accessibility to programs, facilities, and services that are currently available for the public on the Michigan DNR website.

RECREATION LINKS

Go Get Outdoors

<http://www.michigan.gov/dnr/0,1607,7-153-10365-117811--,00.html>

Harvest Festivals

http://www.michigan.gov/dnr/0,1607,7-153-10365_36576-162078--,00.html

Camp Ground Hosts

<http://www.michigan.gov/dnr/0,1607,7-153-10365-27524--,00.html>

Biking

http://www.michigan.gov/dnr/0,1607,7-153-10365_16816---,00.html

Boating

http://www.michigan.gov/dnr/0,1607,7-153-10365_10884---,00.html

Cabins, Teepees, and Mini Cabins

http://www.michigan.gov/dnr/0,1607,7-153-10365_24196---,00.html

Camping

http://www.michigan.gov/dnr/0,1607,7-153-10365_10883---,00.html

ORV/ATV

http://www.michigan.gov/dnr/0,1607,7-153-10365_15070---,00.html

Park Management Planning

http://www.michigan.gov/dnr/0,1607,7-153-10365_31399---,00.html

Improvements

http://www.michigan.gov/dnr/0,1607,7-153-30301_31154_32314---,00.html

Snowmobiling

http://www.michigan.gov/dnr/0,1607,7-153-10365_14824---,00.html

Trails and Pathways

http://www.michigan.gov/dnr/0,1607,7-153-10365_16839---,00.html

Visitor Centers, Museums and Historic Sites

http://www.michigan.gov/dnr/0,1607,7-153-10365_10887---,00.html

Pocket Park – Escanaba


<http://www.michigan.gov/dnr/0,1607,7-153-10369-117631--,00.html>

DNR Recreation & Camping Guide

<http://www.michigan.gov/dnr/0,1607,7-153-10365-88991--,00.html>

Information Sources: Publications

Annual Recreation and Camping Guide:



The image displays three publications from the Michigan Department of Natural Resources. On the left is the 'Michigan Recreation & Camping Guide' cover, featuring a scenic view of a lake and a lighthouse. In the center is the 'State Forest Campgrounds & Pathways Upper Peninsula' map, showing various campgrounds and pathways across the Upper Peninsula. On the right is the 'State Forest Campgrounds Upper Peninsula' table, which lists campgrounds with details such as location, facilities, and reservation information. The Michigan Department of Natural Resources logo is visible in the top right corner of the slide.

Four Seasons of Fun

http://www.michigan.gov/documents/FourSeasonsofFun_121769_7.pdf

Northern Lower Peninsula State Forest Campgrounds and Pathways

http://www.michigan.gov/documents/NorthernLowerStateForests_121771_7.pdf

Upper Peninsula State Forest Campgrounds and Pathways

http://www.michigan.gov/documents/UpperPeninsulaStateForests_121770_7.pdf

Accessible Features and Camping Hints

http://www.michigan.gov/documents/Accessibility_Hints_121775_7.pdf

Upper Peninsula State Parks

http://www.michigan.gov/documents/UP_StateParks_121772_7.pdf

Lower Peninsula State Parks

http://www.michigan.gov/documents/LP_StateParks_121773_7.pdf

Learning Opportunities and Special Events

http://www.michigan.gov/documents/LearningOpportunities_121777_7.pdf

Michigan DNR State Land Rules

http://www.michigan.gov/documents/State_Land_Rules_62818_7.pdf

Recreation Education Opportunities

<http://www.michigandnr.com/hunting/recnsrch.asp>

Wildlife Links

Michigan Watchable Wildlife Viewing

<http://www.michigandnr.com/publications/pdfs/wildlife/viewingguide/>

Wildlife Habitat

http://www.michigan.gov/dnr/0,1607,7-153-10370_12148---,00.html

Research Projects

http://www.michigan.gov/dnr/0,1607,7-153-10370_12143---,00.html

Forests, Land and Waters

<http://www.michigan.gov/dnr/0,1607,7-153-30301---,00.html>

Dispersed State Forest Recreation



Dispersed recreation is not dependent on developed facilities.

Activities include:

Camping
Hunting
Fishing
Nature observation
Mushroom and berry picking
Photography



Michigan has
the largest
public land
base for
dispersed
recreation
east of the
Mississippi



What we could do in the future -

Listed below are suggestions and ideas that address what the Michigan DNR may be able to do in the future to better provide for guest services, facilities, technology resources, and programs.

Guest Services

- Compile, formulate, and update a list of accessible user groups that could be utilized to complete usability surveys on existing Department-wide elements (facilities, internet applications, publications, etc.)
- Utilize accessible user groups' survey information to develop a priority list for providing services statewide
- Create a monthly or quarterly publication to user groups, local municipalities, other state agencies, and the general public, that highlights or focuses on accessible facilities, programs, and events
- Provide all press releases in a variety of fully-accessible formats, as well as provide accessible-specific press releases to friends and advocacy groups
- Establish and refine new pilot programs to provide accessible-specific services, before providing statewide
- Develop and provide alternate forms of brochures and handouts that are offered at visitor centers, parks, educational centers, and field offices
- Provide appropriate training to staff who may have direct contact with the public to enhance interaction and communication with people who may have a variety of disabilities
- Update and enhance self-guided online applications
- Provide information and documents in a variety of languages (brail, sign language, as well as different international languages)
- Provide centralized location on both internal and external websites to guide both staff and the public to the tools and resources that are available
- Refine and develop the way in which the distribution of licenses and permits for people with disabilities are processed and administered through agents

Facilities

- Use a consistent approach to upgrade all facilities to meet current standards, not just settling for the minimal percentage
- Explore and utilize new materials to provide access (example: pour-in-place safety surfacing for playgrounds)
- Host yearly or seasonal events at fully accessible facilities to market and promote their use
- Complete a full and complete assessment of all facilities by trained and qualified inspectors to record not only what is currently available, but also to compile a list of what elements may need to be improved upon to fully comply
- Properly identify and provide signage for existing facilities and site elements that are being offered
- Expand scope requirements for construction and remodeling projects to implement accessibility throughout
- Require ADA competence and knowledge by all consultants, contractors, and inspectors involved with facilities
- Where certain natural areas may be severely altered to provide accessibility, create a like-experience through alternate media (video or alternate media provided)
- Develop design guides or accessible friendly facility layouts that incorporate current standards to guide field staff and consultants during new construction and remodeling projects

Technology Resources

- Develop a Department-wide website that specifically addresses ADA and provides all current information, as well as web links to other viable sources
- Recognize and provide “software” that is compatible across the Department (example: Adobe for visual and audio interpretation) which will allow for more accurate tracking and updating accessible resources
- Maximize specific “hardware” tools, such as PDAs, for interpretation at visitor centers and facilities for creating “a like or similar experience”
- Provide a clearinghouse of “best practices” for the DNR and other state agencies
- Revamp, revise, and develop existing systems and services (e.g., reservation system) to better provide information and allow for use by people with disabilities
- Provide closed-captioned technology if video or monitors are being used
- Develop digital manuals derived from ADAAG which are more specific to DNR elements
- Work with the U.S. Access Board, U.S. Dept. of Justice, and other recognized ADA entities to develop emerging technologies to offer better experiences throughout the DNR

Programs

- Strive to develop partnerships with other agencies and groups to provide the most universally accessible programs
- Conduct both internal and external surveys to not only gain insight as to what programs the DNR already provides, but also what new or enhanced programs could be developed
- Internal training for guidance to the appropriate staff that will be providing and communicating the programs to the public
- Develop criteria to be responsive to accessibility issues that arise
- Inventory and analyze all existing programs and develop a strategy to bring all into compliance
- Establish relationships with companies that develop accessible products
- Continue to explore grants and endowments to fund accessible upgrades and product purchases
- Provide continuous training, provided by both internal and external sources, to further educate employees on accessibility and provide guidance for those who communicate and deal directly with the public
- Have an earmarked or guaranteed funding source that would offer a yearly designation for ADA projects
- Score grants and proposals that go above and beyond basic ADA requirements at a higher level
- Expand email updates and informational materials distributed from the DNR ADA Coordinator to more individuals throughout the Department
- Expand distribution of email updates and informational materials from the DNR ADA Coordinator to individuals throughout the Department
- Establish partnerships with other agencies that provide services for accessibility
- Invite DNR employees that may have an interest in disability concerns to be part of the advisory groups
- Ensure that all forms, publications, permits, and licenses are fully accessible and provided in alternate options
- Stay consistent in the overall effort of updating and providing the best accessible services, programs, and facilities

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations.

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Human Resources, Michigan Department of Natural Resources, P.O. Box 30028, Lansing, MI 48909.

This publication is available in alternative formats upon request.